

TOWN OF BATH COUNCIL MEETING MINUTES

October 21, 2025

1. CALL TO ORDER: By Mayor Schene at 5:30pm followed by the Pledge of Allegiance and Invocation.
2. ROLL CALL: Greg Schene (X) Susan Webster (X) Elizabeth Skinner (A) Rick Weber (X) Mary Lynn Hickey (X) Ryan Kessel (X) Reba Dalson (X) - Quorum present.
3. REVIEW OF MINUTES: Minutes of the Regular Meeting of October 21, 2025 were presented and approved by Common Consent.
4. PERSONS BEFORE COUNCIL: None at this time.
5. COMMUNICATIONS FROM MAYOR:
The 50th Annual Apple Butter Festival event was held on October 10-12 in the Town of Bath. The Festival was successful and a wonderful opportunity to welcome thousands of new visitors and locals to Bath.
DEA Drug Take Back is on October 25 from 10am -2pm at Town Hall.
Trick or Treat in Bath is October 31 from 6-8pm. Blocking off part of Wilkes Street for pedestrian traffic only is in discussion. All safety precautions are encouraged.
Mayor Schene spoke about the Fabulous Facade grant program that the Town of Bath is sponsoring (details attached).
Mineral Springs Trading Co. is celebrating it's 8 year anniversary October 25..
Panhandle Printing & Design is having an open house and ribbon cutting on Oct. 22.

COMMITTEE AND BOARD REPORTS

1. ON TRAC: The next meeting is November 13. The Depot lot Apple Butter Festival parking was successful bringing in approximately \$5,000.00. Appreciation was expressed to On Trac Executive Director Breana Farris and all of the volunteers who made it possible. Their next project is Deck the Meters for the Christmas season.
2. PARKS /REC: The next meeting is November 20.
3. PLANNING COMMISSION (PC): The next meeting is November 13. President Landon reminded all Committee Chairs to please complete the Comprehensive Plan Committee Worksheet.
4. RAIL/TRAIL (NBRT): A written progress report was submitted by Co-Chair Pete Brown (attached). The committee is working on the first draft of work statement for the remediation contract and the timeline for coordination of remediation and the Congressionally Directed Spending grant implementation for the Trail Head Project. The next NBRT meeting is November 12.
5. STREETScape: The next meeting is November 20. Co-Chair Pete Brown submitted a full written report (attached). Brown spoke about the recent development concerning the need to redo some handicap corners in Town to meet new standards. The WV DOH is adding this work to their contract. More discussions with them are needed to understand the extent of their work. Efforts with Potomac Edison on upgraded and additional street lighting are ongoing. Proposed LED lighting 3,000K will be a warm white light with yellowish hue. Progress continues on Phase VI Streetscape project tasks. Independence Street is included in this phase.

6. **TRAIN DEPOT:** Travel Berkeley Springs and the MC Historic and Genealogical Society had the Depot open to meet and great visitors during the Apple Butter Festival. A plumbing issue is being addressed.
7. **LANDMARK COMMISSION (HLC):** Councilwoman Dalson reported on the HLC and their efforts to organize the Commission and decide on the course of action needed to meet the administrative requirements per the State Historic Preservation Office. The next meeting is November 17 at 4pm.
8. **CLERK & RECORDER:** Assistant Clerk Farris submitted a Request for Revision to Approved Budget of 2026 (attached). The request reflects a net increase in the Bath revenue largely due to the recent implementation of the Municipal 1% sales tax. The revision is between departments so must be approved by the WV State Auditors Office. Resolution 2025-10-01(attached) was presented for consideration.
MOTION: To approve Resolution 2025-10-01 Request for Revision to Approved Budget 2026- Hickey/Weber- Carried.
There was one Facilities Use application submitted (attached) from Panhandle Printing and Design to use the Depot lot for parking for their ribbon cutting and open house on October 22. This was approved in Finance Committee.
One Property Improvement Notification was submitted for 459 Fairfax Street to replace the roof. This was reviewed by the Finance Committee and will be sent to the Morgan County Assessors Office for processing.
10. **FINANCE:** Recorder Webster delivered the following bills for approval:
 - (a) Town of Bath \$11,824.42 - Motion to approve: Webster/Weber- Carried
 - (b) BSWW \$47,125.84- Motion to approve: Webster/Weber-Carried
 - (c) Greenway Cemetery \$115.00 – Motion to approve: Webster/Weber–Carried
 - (d) Hotel/Motel \$109.28 – Motion to approve: Webster/Weber – Carried
 - (e) NBRT \$1,082.06 – Motion to approve – Webster/Hickey- Carried
11. **TREE BOARD:** The next meeting is November 19 at 5pm. Board member Lehman reported that the Board is busy with several projects including stump grinding and tree planting. She submitted a written report (attached).
12. **GRANT:** Grant Committee Chairwoman Dalson applauded the Tree Board's effort in submitting grant applications and administering them to completion. The Committee is researching grant possibilities for all Town departments and the BSWW.
13. **PUBLIC SAFETY:** Chief Gardner announced that Joshua Stangle has been hired as a Patrolman for Bath. He begins work October 22 and a swearing in ceremony will be scheduled. The second digital speed sign will be installed as soon as time permits.
14. **CEMETERY:** The dedication event for Civil War Union Brigadier General Barstow will be November 11 from 2-4 pm. Volunteers are welcome to help. The next Cemetery meeting is November 20 at 1pm.
15. **PUBLIC WORKS:** Chairman Weber reported that street sweeper demonstrations are over and research will continue to find a suitable unit. A walk behind unit is being considered because of the high cost of this type of equipment. A new garbage truck purchase is also being researched. Applications for Labor Crew are being accepted. Plans are still being made for the replacement of the sidewalk and curbing of Green Street from Fairfax to the Methodist Church.
Gratitude was expressed for the great job that the Labor Crew did over the Apple Butter

Festival especially while being short staffed.

Chairman Weber is also continuing his work with Tim Boyer of Potomac Edison on acquiring new and improved LED street lighting in Bath. The cost of these lights is borne by Potomac Edison.

16. ORDINANCE: The next meeting is November 20 at 3:30pm. The recent WV Code change concerning municipal election calendars needs addressing for Bath to remain in compliance. Chairman Kessel inquired about Council's preference of the election calendar dates. To comply with the new law all municipalities in West Virginia are to align their elections with the State's Primary and General Election calendars. Another point of discussion is when the new Bath Election Law will take affect. It was suggested that the WV Municipal League be contacted for advice and direction.
17. BSWW: The next meeting is October 22 at 4pm. Chairwoman Hickey reported that communication with US Silica officials and the Morgan County Commission about the BSWW involvement with taking over the Silica private water line as advised by GD&F Engineering has occurred. GD&F Engineering advised the BSWW to not accept this water line in it's current circumstance and location. Discussion is continuing to reset the conversation. The Committee received PER cost estimates and detailed plans for the BSWW plant upgrade and rehab from GD&F. Funds are being sought for this critical project. The Chairwoman expressed concern over the finite capacity for adding more debt service the BSWW obligations.
18. PUBLIC COMMENT: President of the Bath Planning Commission Larry Landon would like the newly organized Bath Historic Landmark Commission to meet with the Commission to help them understand the Comprehensive Plan Work Sheet. Landon also announced the St. Vincent de Paul Catholic Church Knights of Columbus Veterans Day event on November 9 at 10:30 during the Farmer's Market.
19. MOTION TO ADJOURN: – By Common Consent.

Attest:

Mayor



Recorder



**Status Update of Streetscape & NBRT Projects for Town Council
October 21, 2025**

STREETSCAPE

Phase VI Design Grant and DOH Funding Agreement

- Nothing new to report.
- Next Steps:
 - FHWA Authorization to spend Awarded Federal Grant Funds
 - DOH Notice to Proceed (NTP) with the Thrasher Design work Task Order

Phase VI Construction and Completion of Phase V Streetlights Grant Applications

- Nothing new to report

DOH District 5 Planning for the Update of Existing Streetscape ADA Corners

- Sending update on our findings to Kevin McDonald (D5 Engineer) for them to use with the planned D5 contract to update Town ADA corners to current Detectable Warning Surfaces (DWS).
- Current count is: (6 corners on Wilkes, 7 corners on Mercer, and 3 corners on Green)
- There appears to be a mistake on 1 corner (Fairfax and Mercer) that should be compliant in its current configuration. Will advise D5 that this corner does not need a DWS update.

Other On-Going Projects for Town:

- Discussed update with Potomac Edison at Public Works Committee Meeting on Oct 16th. Two test LED streetlights were installed (Independence at Hunter's Hardware and corner of Union and North Washington). Committee members will review results and advise Potomac Edison if satisfactory or not – if not these test lights will be changed as part of the test.
- Review of work required and costs to update Independence Street sidewalk and parking on south side of street was completed at Oct 16th Streetscape Meeting. Requested a cost estimate/quote from Thrasher (Jeff Gola) to complete 30% Design and Cost Estimate for further consideration.

NBRT

Depot Parcel 1A Remediation:

- Planning for Task Force regular monthly meeting on Oct 22nd at 4 pm. Agenda Items are:
 - Items from DOH Oct 10th Conference call
 - Update on CDS Trailhead Project
 - Final Town-County MOA for Parcel 1A Remediation work & funding
 - Plans for Parcel 1A Remediation Contract
- First Draft of Work Statement for Remediation Contract completed
- Working on Timeline for coordination of Remediation & CDS Trailhead Project

Pete Brown
Streetscape Committee

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 Fiscal Year Ending: 2026
 Fund: 1
 Revision Number: 4
 Pages: 1

Town of Bath
 GOVERNMENT ENTITY

271 Wilkes Street
 STREET OR PO BOX

Municipality
 Government Type

Person To Contact Regarding Request:

Name: **Sharron Corrick**

Phone: **304-258-1102**

Fax: **304-258-3638**

Email: townofbath@wvdsi.net

Berkeley Springs
 CITY

WV 25411
 ZIP CODE

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
314	Sale Tax	60,000	140,000		200,000
320	Fines, Fees & Court Costs	1,000	1,500		2,500
399	Miscellaneous Revenues	200	1,500		1,700
	#N/A				
	#N/A				
	#N/A				

143,000

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

Explanation for Account # 378, Municipal Specific:
 Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
440	City Hall	158,530	2,000		160,530
444	Contributions / Transfers to Other Funds	9,778	139,000		148,778
700	Police Department	283,086	2,000		285,086
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

143,000

NET INCREASE/(DECREASE) Expenditures

APPROVED BY THE STATE AUDITOR

BY: _____ Date _____
 Deputy State Auditor, Local Government Services Division

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

RESOLUTION 2025-10-01

At a regular session of the municipal council, held October 21, 2025, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the Town of Bath. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number 4 for fund 1 a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, and duly seconded by _____ the vote thereon was as follows:

Greg Schene	Yes or No
Susan Webster	Yes or No
Elizabeth Skinner	Yes or No
Mary Lynn Hickey	Yes or No
Reba Dalson	Yes or No
Rick Weber	Yes or No
Ryan Kessel	Yes or No

WHEREUPON, The Town of Bath, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Town Clerk Sharron Corrick is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.



EVENT / USE OF TOWN PROPERTY APPLICATION

TOWN OF BATH
271 WILKES STREET, BERKELEY SPRINGS, WV 25411

Phone (304) 304-258-1102 Fax (304) 258-2638

townofbath@wvdsi.net

OFFICIAL USE ONLY

Fiscal Year _____
Festival License _____
Business License _____
License Fee \$ _____
Date Issued _____

Please Print or Type

NAME OF EVENT: Ribbon Cutting w/ Berkeley Springs-Morgan County Chamber of Commerce

DATE(S) OF EVENT: 10-22-2025

REQUESTING GROUP OR ORGANIZATION: Panhandle Printing & Design - Berkeley Springs

BEGINNING AND ENDING TIMES: approximately 11:00am - 2:00pm

PROPERTY REQUESTED: Train Depot Parking Lot

PURPOSE OF USE: Parking for Ribbon Cutting Event

STREET/METER CLOSURES REQUESTED WITH DETAILS: N/A

WILL ADMISSION BE CHARGED OR PRODUCT SOLD: No, free event, giveaways only

NUMBER OF VENDORS AT EVENT/FESTIVAL: 1

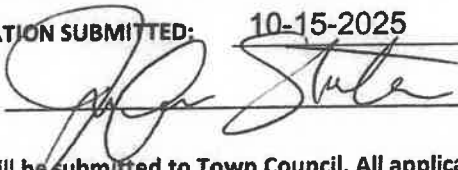
NAME OF RESPONSIBLE PERSON: Jenn Sticher

MAILING ADDRESS: 318 N. Washington St., Berkeley Springs, WV 25411

TELEPHONE NUMBER: 304-944-7084

EMAIL: jenn@panhandleprintdesign.com

DATE APPLICATION SUBMITTED: 10-15-2025

SIGNATURE: 

Application will be submitted to Town Council. All applicants are invited to attend the Town Council and speak on their behalf. If requesting any street/meter closures, applicants must appear at Town Council before the event for approval.

Application is: Approved

Denied

Approved Subject to Following:

Town Flat Fee: \$ _____

Festival License Fee Due:

\$ _____ \$15.00 w/ Business License

\$ _____ \$35.00 w/o Business License

\$ _____ Total Due

Proof of Insurance on File

Pay Now
using our QR
Code!



Signature of Approval: _____ **Date:** _____

NOTICE OF BUILDING OR REAL PROPERTY IMPROVEMENT

TO THE ASSESSOR OF Morgan COUNTY:

Any person, corporation, association or other owner of real property, subject to the payment of property tax, who shall erect any building or structure, or who shall add to, enlarge, move, alter, convert, extend, raze or demolish any building or structure, whereby the value of the real property shall be improved more than \$1,000 must notify the assessor on Form 12:75 within sixty days from the date the work is commenced. If a report is made by or on behalf of any mine, mill, factory, or other industrial establishment and filed with the assessor on or before June fifteen which discloses with certainty any construction, or improvement made during the previous twelve months, the owner shall be deemed in compliance with notice requirements. If a building permit has been obtained, this shall be sufficient notice. Any person in violation of provisions of West Virginia Code § 11-3-3a, shall be guilty of a misdemeanor, and, upon conviction thereof, shall be subject to a fine.

See Chapter 11, Article 3, Section 3a of the West Virginia Code for additional information.

Name of Owner or Owners Debra D. Neely

Location (Address) of Improvement 259 Fairfax St. Berkeley Springs, WV
29411

Taxing District _____

Land Book Description _____

have, or has been (Altered) _____ (Erected) _____

and that said improvements have increased the value of the property in excess of \$1,000.00

Improvements were commenced TBD (Month/Day/Year),

Completion date or anticipated completion date 12/25 (Month/Day/Year).

Approximate increase in value \$ 11,000 Use of Building house

Remarks: Replacement of roof

Address of Owner or Owners 4517 Sleaford Rd. Annandale, VA 22003

Phone No. 703-937-0206

Notice Filed By Debra D. Neely
Signature

Date 10/17/25
Month/Day/Year

NOTICE TO BE FILED WITH ASSESSOR WITHIN SIXTY (60) DAYS AFTER COMMENCEMENT OF IMPROVEMENTS TO REAL PROPERTY WHICH WILL INCREASE THE VALUE IN EXCESS OF \$1,000

BELOW THIS LINE FOR ASSESSOR'S USE ONLY

Map No. _____

Received _____

Parcel No. _____

